



## MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County employees. These programs will help to increase the knowledge, skills and competencies of all Montgomery County employees.

### February 2017 - March 2017 Training Opportunities – Space Available

Join OHR for these professional development training courses or check out the [FY17 OHR Training Catalog](#).

February 2017 – Training Opportunities			
Course Title	Date	Time	Location
EEO and Diversity Management	February 7	9 a.m. - 12 p.m.	EOB - Lobby Level Auditorium
Getting Organized	February 8	9 a.m. - 12 p.m.	Sidney Kramer Regional Services Ctr.
Deliver Unbeatable Customer Service	February 10	9 a.m. - 12 p.m.	Sidney Kramer Regional Services Ctr.
Understand Financial Aid	February 13	9 a.m. - 12 p.m.	Sidney Kramer Regional Services Ctr.
ERS Retirement Planning - ERS Groups A,E,F,G,H	February 15	9:30 a.m. - 10:59 a.m.	Rockville Memorial Library
Emergency Preparedness	February 15	9 a.m. - 11:30 a.m.	EOB - Lobby Level Auditorium
Freeing Yourself from Emotional Traps at Work	February 15	8:30 a.m. - 12:30 p.m.	Sidney Kramer Regional Services Ctr.
Health Insurance Planning for Retirement	February 15	11 a.m. - 12:30 p.m.	Rockville Memorial Library
Interviewing and Selecting Employees	February 15	9 a.m. - 4 p.m.	Sidney Kramer Regional Services Ctr.
Montgomery County Black History Month Program	February 16	12 p.m. - 2:00 p.m.	Rockville - Civic Center - F Scott Fitzgerald Theater
Getting the Job: Preparing for a Successful Interview	February 22	4:30 p.m. - 6:30 p.m.	MCPS - OHR Dept. - Maple Rm.
Drug Free Workplace – Non - DOT Supervisors	February 23	1:30 p.m. - 3:30 p.m.	Training and Organizational Development Ctr.
Limited English Proficiency (LEP)	February 23	1 p.m. - 4 p.m.	EOB - Lobby Level Auditorium
Ensuring Accountability in Timekeeping for Managers and Supervisors	February 24	10 a.m. - 12 p.m.	EOB - Lobby Level Auditorium

## March 2017 – Training Opportunities

Course Title	Date	Time	Location
ERS Applying for Retirement A,E,F,G,H - Retire on 5/1/17	March 1	9:30 a.m. - 10:59 a.m.	Rockville Memorial Library
Health Insurance Applying to Retire – Retire on 5/1/17	March 1	11 a.m. - 12:30 p.m.	Rockville Memorial Library
Coping with Compassion Stress	March 2	1 p.m. - 2 p.m.	Training and Organizational Development Ctr.
Managing Your Emotions in the Workplace	March 2	2:15 p.m. - 3:15 p.m.	Training and Organizational Development Ctr.
Proofreading Class	March 2	9 a.m. - 4 p.m.	Sidney Kramer Regional Services Ctr.
Keep Your Cool: Leveraging Your Emotional Intelligence	March 7	9 a.m. - 12 p.m.	Sidney Kramer Regional Services Ctr.
Limited English Proficiency (LEP)	March 7	1 p.m. - 4 p.m.	EOB - Lobby Level Auditorium
Don't Let it Happen to You: Workplace Violence	March 8	1 p.m. - 4 p.m.	Training and Organizational Development Ctr.
Positive Communication: Real Life Strategies	March 8	9 a.m. - 12 p.m.	Sidney Kramer Regional Services Ctr.
Communicate Services Across Cultures	March 9	1 p.m. - 4 p.m.	Sidney Kramer Regional Services Ctr.
Manage Conflict in a Union Setting	March 8	1 p.m. - 4 p.m.	Training and Organizational Development Ctr.
FMLA and Me	March 14	1:30 p.m. - 4 p.m.	Training and Organizational Development Ctr.
Performance Planning and Appraisal	March 14	9 a.m. - 11 a.m.	Training and Organizational Development Ctr.
Resolving Conflict in the Workplace	March 14	11:15 a.m. - 12:15 p.m.	Training and Organizational Development Ctr.
EEO and Diversity Management	March 15	9 a.m. - 12 p.m.	Training and Organizational Development Ctr.
ERS Retirement Planning - ERS Groups A,E,F,G,H Class	March 15	9:30 a.m. - 10:59 a.m.	Rockville Memorial Library
Getting the Job: Preparing for a Successful Interview	March 15	4:30 p.m. - 06:30 p.m.	MCPS - OHR Dept. - Maple Rm.
Health Insurance Planning for Retirement Class	March 15	11 a.m. - 12:30 p.m.	Rockville Memorial Library
Performance Management: Basics	March 15	1 p.m. - 4 p.m.	Training and Organizational Development Ctr.
Project Management	March 15 & March 22	9 a.m. - 4 p.m.	Sidney Kramer Regional Services Ctr.
Ensuring Accountability in Timekeeping for Managers and Supervisors	March 16	2 p.m. - 4 p.m.	EOB - Lobby Level Auditorium
Transition: Staff to Supervisor	March 17	1 p.m. - 4 p.m.	Sidney Kramer Regional Services Ctr.
Career Assessment	March 20	9 a.m. - 12 p.m.	Sidney Kramer Regional Services Ctr.
7 Habits of Highly Effective Supervisors	March 21	9 a.m. - 12 p.m.	Sidney Kramer Regional Services Ctr.

## March 2017 – Training Opportunities (Continued)

Course Title	Date	Time	Location
Becoming a Skilled Coach Class	March 21	2 p.m. - 4 p.m.	Training and Organizational Development Ctr.
Creating a Motivating Environment	March 21	11:45 a.m. - 1:45 p.m.	Training and Organizational Development Ctr.
Managing Staff Through Change and Stress	March 21	9:30 a.m. - 11:30 AM	Training and Organizational Development Ctr.
Overview of Contract Administration	March 21	1 p.m. - 4 p.m.	EOB - Lobby Level Auditorium
Preventing Workplace Harassment	March 21	9 a.m. - 12 p.m.	EOB - Lobby Level Auditorium
Contract Drafting and Risk Management	March 22	9 a.m. - 3 p.m.	Training and Organizational Development Ctr.
Personalities and Communication in the Workplace	March 22	9 a.m. - 12 p.m.	Sidney Kramer Regional Services Ctr.
Creative Problem - Solving	March 23	1 p.m. - 4 p.m.	Training and Organizational Development Ctr.
Interpersonal Communications	March 24	9 a.m. - 4 p.m.	Sidney Kramer Regional Services Ctr.
ADA as Amended: Employment Law	March 28	9:30 a.m. - 12 p.m.	Training and Organizational Development Ctr.
Contract Negotiation	March 29	9 a.m. - 3 p.m.	Training and Organizational Development Ctr.
Build a Respectful Workplace	March 30	9 a.m. - 10 a.m.	Training and Organizational Development Ctr.
Effective Communication	March 30	10:15 a.m. - 11:15 a.m.	Training and Organizational Development Ctr.
Interpersonal Skills in Business	March 30	11:30 a.m. - 12:30 p.m.	Training and Organizational Development Ctr.

### Locations

- Training and Organizational Development Center, Room 102, 255 Rockville Pike, Rockville, MD 20850
- Rockville Memorial Library, 21 Maryland Avenue, Rockville, MD 20850
- Montgomery County Public Safety Headquarters, 100 Edison Park Drive, Gaithersburg, MD 20878.
- Sidney Kramer (Upcountry) Regional Services Center, 12900 Middlebrook Road, Germantown, MD 20874
- Executive Office Building, 101 Monroe Street, Rockville, MD 20850
- MCPS-OHR Dept.-Maple Rm., Montgomery County Public Schools Human Resources Department, 1<sup>st</sup> Floor, 45 West Gude Drive, Rockville, MD 20850

### Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCG ePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions - click here, and select the appropriate button: [Enroll in a Class](#)